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Transit Subsidy

by June Moser, CDFM

On 21 April 2000, President Clinton signed Executive Order 13150, "Federal Workforce Transportation," making the transit subsidy an entitlement within the National Capital Region (NCR) effective 1 October 2000. The purpose of the Executive Order is to establish transportation fringe benefit programs in order to reduce Federal employees' contribution to traffic congestion and air pollution, and to expand their commuting alternatives. DoD strongly encourages commuting by means other than single-occupancy vehicles to reduce traffic congestion and improve air quality, and fully supports the President's initiative.

It is our understanding that the subsidy will apply to "qualified" employees, both military and civilian, and it will provide transit/vanpool passes approximating employee commuting costs up to \$65.00 per month in calendar year 2000, and increasing to no more than \$100.00 per month in calendar year 2002. This subsidy will be issued in the form of "Transit Passes". It will be for mass transit and official vanpools only (to cash transit passes the vanpool would have to have a tax ID), and it does not include the cost of parking. We are currently awaiting implementation guidance from OSD through Army channels.

In the meantime, several agencies have collaborated to offer workshops in June and July on how to implement the Transit Subsidy. HQ and HECSA are expected to have representatives attend the workshop to ensure that when guidance is forthcoming, we will be ready to begin the implementation process. Additional information will be provided as we get further along in the planning and implementation stages.



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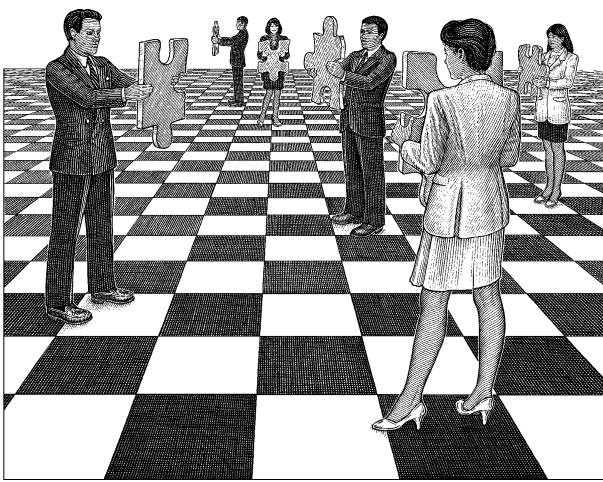
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Changes Within HECSA Resource Management

by Patricia C. Ackerman



The HECSA Resource Management (RM) Office will be undergoing several changes over the next six months. Our goal is to collocate the RM Office and all of the RM branches (Finance and Accounting Branch, Manpower and Management Analysis Branch, Programs and Budget Branch) in one location within the Kingman Building at the Humphreys Engineer Center (HEC). In December of this year I will have worked for HECSA for 15 years. It will be quite an improvement to finally have all of RM collocated after all this time.

To accomplish this task we will first have to move into swing space on the second floor of the Kingman building. This move is currently scheduled to take place between the middle and end of August. Timing for this move is very important to us, as we do not want this move to complicate the fiscal year-end process. There may be times during this two-week period, while telephones are being moved, that we may not “all” be accessible; however, we will keep everyone advised of our telephonic accessibility by e-mail when the time comes. The Finance and Accounting Branch will be the first to move since there is a tenant (Army Audit Agency (AAA))

anxiously waiting to occupy that space in the Casey Building. AAA currently has staff on the second floor of the Casey Building, but has additional employees moving from within the National Capital Region (NCR) on 15 September. Second to move will be RM and the Programs and Budget Branch. The last to move will be the Manpower and Management Analysis Branch since it is impacted the least by the fiscal year-end process.

The permanent location for RM will be in the Kingman building on the first floor (not the ground floor) overlooking the back parking lot. This is the space that is currently being used by RM and the space that was previously occupied by the Engineer Inspector General. Most of the existing walls will be removed. Separate offices will be built or retained for supervisors and the HECSA Customer Service Representative (CSR). We will be utilizing systems furniture being excessed from the Pulaski Building in our permanent space. We hope to have different colored panels to designate the location of the different branches.

By the time the next issue of “The Bottom Line” comes out in January, I hope that all of RM will be happily collocated in our newly renovated space. If you are in the Kingman Building early in the first quarter of Fiscal Year 2001, come visit us in our swing space. Later in the quarter (exact date yet to be determined) we hope to have a small open house to celebrate when our move is complete. Hope to see you there.

The New Travel Arena

by Thomas McQuillen

During the past year or so, we have presented over 20 sessions of Travel Approving Official (TAO) training. In the future we hope to open attendance to all

who wish to attend. Other than the regulatory requirement to provide this training to TAOs, there have been so many changes in the travel arena in recent years that it is a “right thing to do.” It was suggested that perhaps an article for this publication will help.

Recent post audits of travel vouchers indicate that while these training sessions have done some good, we still have work to do to get this process running smoothly. These audits indicate that we are either missing or avoiding doing some simple things, such as (travelers) not signing vouchers manually if we cannot sign electronically, filing the vouchers so that they can be easily retrieved, including receipts for lodging and rental cars, or entering remarks to explain miscellaneous expenses claimed. A more in-depth look indicates that we may be reluctant to ask questions about things such as the lodging success program, or preparation of a “constructive” travel voucher, in which we, for our own convenience, have elected to deviate from the itinerary or mode of transportation required. Complicating the requirements surrounding traveling for the government, is that these requirements seem to be changing daily. Fortunately, there is help, and since all of us have access to the Internet these days, it is only as far away as our computer. There are a number of helpful web sites, most of which are listed on the last page of this publication and can be “clicked” on if you are reading the electronic version. For most detailed travel questions, the detailed answers are available in the Joint Travel Regulation, applicable to civilians, and in the Joint Federal Travel Regulation, applicable to uniformed service members. Web sites for both of these publications are available on the last page of this publication.

In addition, there is help at HECSA’s web site, <http://www.hecsa.usace.army.mil>, if you click on Organization, then Resource

Management, then Finance and Accounting. There you will be able to find many other links which will help you, such as those which provide per diem rates, official tables of distance, approved carriers, hotel tax exempt forms, as well as the two in the previous paragraph.

Unfortunately, with the transfer of our examination and disbursing functions to the USACE Finance Center, we no longer have the travel support staff we once did; however, there are several of us available at 428-7173 who may be able to help. If your questions are not answered through the above means, please give us a call!

Department of the Army

In current revision of Volume 9, Travel Policy and Procedures, DoD Financial Management Regulation, DoD 7000.14

Final Guidance on the Implementation of the Travel and Transportation Reform Act (TTRA) of 1998

Use of the Travel Charge Card:

- ◆ Section 2 (a) of TTRA requires all Federal employees to use the government travel charge card for all payments of expenses for official government travel.
- ◆ To implement this section of TTRA, commanders will ensure that all personnel use the government-sponsored, contractor-issued travel card for all expenses arising from official government travel unless otherwise exempted in the paragraph below. Commanders at all levels shall determine which employees within their organizations must have a travel card to comply with this requirement.

Exemptions:

- ◆ Section 2 (b) of TTRA allows the Secretary of the Army to exempt any expenses, person, types or classes of Army personnel, type or class of expenses from the provisions of Section 2 (a). The following are blanket exemptions which require no additional documentation.
- ◆ Types or classes of personnel:
 - ✓ Employees who have an application pending for the travel charge card.
 - ✓ Individuals traveling on invitational travel orders.
 - ✓ New appointees to civil service.
 - ✓ Cadets of the United States Military Academy, members of the Reserve Officer Training Corps, and all military personnel undergoing initial entry (Basic Training) or initial skill training (Advanced Individual Training) prior to reporting to their first permanent duty station.
 - ✓ Military and civilian personnel who are denied travel charge cards or whose travel charge cards have been canceled or suspended for financial irresponsibility or for other specific reasons.
 - ✓ Hospital patients.
 - ✓ Prisoners.
 - ✓ Military or civilian personnel during (a) a period of war; (b) a national emergency declared by the President or the Congress; or (c) mobilization, deployment, or contingency operations.
 - ✓ Military or civilian personnel traveling to or in a foreign country where the political, financial, or communications infrastructure does not support the use of a travel charge card.
- ✓ Military or civilian personnel whose use of the travel charge card, due to operational, security, or other requirements of a mission, would pose a threat to national security, endanger the life or physical safety of themselves or others, or would compromise a law enforcement activity.
- ✓ Military and civilian personnel in a Permanent Change of Station status.
- ✓ Direct and indirect hire foreign nationals.
- ✓ Individuals employed or appointed on a temporary or intermittent basis upon a determination by the individual's commander that the duration of the employment or appointment or other circumstances pertaining to such employment or appointment does not justify issuance of a travel charge card to such individual.
- ✓ Individuals who travel infrequently upon a determination by their commander or other appropriate official that anticipated travel does not warrant issuance of a travel card to such individual. For example, an individual who is anticipated to travel less than once a year or for only a few days may not warrant issuance of a card.
- ◆ Types or classes of expenses:
 - ✓ Those incurred at a vendor that does not accept the government-sponsored, contractor-issued travel charge card.
 - ✓ All expenses covered by the "meals and incidentals" portion of the per diem allowance.
 - ✓ Laundry/dry cleaning.
 - ✓ Parking.

- ✓ Local transportation system fares.
 - ✓ Taxi fares.
 - ✓ Tips.
 - ✓ All local and long distance telephone calls.
- ◆ The following type or classes of expenses are not exempt: Lodging, rental cars and transportation services. However, we will continue to purchase transportation services (e.g., airlines, trains or other commercial transportation) through our Commercial Travel Offices using centrally billed accounts, rather than using the individual travel charge card.
 - ◆ When a type or class of personnel or expense is exempt, one or a combination of the following methods of payment may be authorized for travel expenses: (1) personal funds, including cash or a personal charge card; (2) travel advances; or (3) Government Travel Requests. City Pair contractors are not required to accept payments under (1) or (2). In addition, an individual exempt from required use of the travel charge card may still use the travel charge card on a voluntary basis for official travel expenses.

Collection of Amounts Owed:

- ◆ Section 2 (d) of TTRA states that DoD may, upon written request from the contractor, collect by deduction from the pay of any DoD employee any undisputed amounts owed to the contractor.
- ◆ Section CB 16 of the GSA SmartPay master contract provides the contractor with a process to collect undisputed amounts owed by cardholders. Should you receive any such requests from the contractor, direct them to use the process outlined in Section CB 16 of the GSA SmartPay master contract to

collect any debts owed by military or civilian cardholders.

Reimbursement of Travel Expenses:

- ◆ Section 2 (g) of TTRA requires DoD to reimburse employee travel expenses within 30 days after submission of a proper settlement voucher. If DoD fails to reimburse these expenses within 30 days, it shall pay the employee a late fee.
- ◆ In order to obtain this fee, travelers must submit a Supplemental Voucher claim (DD Form 1351-2), through the same channels as the original claim, identifying the Late Payment Fee in the Reimbursable Expenses block on the DD 1351-2. Additionally, copies of the Advice of Payment, the original voucher and the original orders must be included with this claim. When the Defense Travel System (DTS) is deployed the supplemental voucher process will no longer be required. The DTS will automatically determine if a Late Payment Fee is required, compute the Fee, and add it to the settlement voucher for inclusion in the original payment.

The Late Payment Fee will be calculated in accordance with the following procedures:

- ◆ The 30-day clock starts when the traveler submits a completed proper travel claim to his or her supervisor or Travel Approving Official (TAO). The day the Supervisor or TAO signs the claim is day one and that date will be noted in the supervisor's signature block on the newest revision to the DD Form 1351-2 or in block 22 of the current versions (signature and date are required regardless of the version). If the supervisor or TAO determines the claim is incomplete or not proper, it will be returned to the traveler for correction. The clock does not start until a

completed, proper, claim is submitted. Supervisors or TAOs should maintain documentation to track receipt and submission of travel claims. For example, travel claim form could be annotated with the date of receipt by the approving official. Travel claims submitted electronically to the approving official could be considered to be received on the submission date indicated on the e-mail, or on the next business day if submitted after normal working hours.

- ◆ If a travel claim contains any error that would prevent payment by the Defense Finance and Accounting Service (DFAS) within 30 days after it is submitted, the claimant shall be notified about the error within seven calendar days after submission of the claim. The notification shall include the reason(s) why the travel claim is not correct. The 30-day time clock does not stop if the travel claim is returned for an error that prevented payment.
- ◆ The 30-day clock stops when the travel claim is paid, the date noted on the Advice of Payment received from the paying finance office, and that is the last day counted. Subtract 30 days from this number. Only late days are used in determining the Late Payment Fee.
- ◆ The number of late days is then multiplied by the Daily Prompt Payment Act Interest Rate (DPPAIR), currently .0001875 (6.75%/360). That answer is then multiplied by the final payment amount. The final payment amount for computing the Late Payment Fee is what is due and payable on the final settlement. It does not include any partial or interim payments, or any amounts taken as government paid advances. Please note that Late Payment Fees of less than \$1.00 will NOT be paid.
- ◆ The following are some examples of how later payment fees would be calculated:
 1. Traveler returns from TDY on May 3, 2000. Completed proper voucher and submitted it to the supervisor on May 10, 2000. Advice of Payment date June 7, 2000. Settlement amount \$1000.00 and DPPAIR .0001875. No Late Payment Fee is earned. Only 29 days have past. Note that NO credit is given for the time between when the traveler returned and when the voucher was submitted.
 2. Traveler returns from TDY on May 5, 2000. Completed proper voucher and submitted it to the supervisor on May 12, 2000. Advice of Payment date June 12, 2000. Settlement amount \$1000.00 and DPPAIR .0001875. A Late Payment Fee may be payable because the settlement took 32 days. To compute the amount owed as a Late Payment Fee: $32 \text{ days} - 30 \text{ days} = 2 \text{ days late}$. $2 \times .0001875 \text{ (interest rate)} \times \$1000.00 = \$0.375 \text{ or } 38 \text{ cents}$. While a Late Payment Fee of 38 cents is owed, no payment less than \$1.00 will be made. When a payment is to be made, the payment will be made in the same manner as the original voucher payment (EFT, if EFT or check, if check).
 3. Traveler returns from TDY on May 3, 2000. Completed voucher to the supervisor May 10, 2000. Voucher returned to traveler for correction as incomplete/improper on May 16, 2000. Voucher resubmitted to supervisor May 17, 2000. Advice of Payment date June 14, 2000. Settlement amount \$1000.00 and DPPAIR .0001875. A Late payment Fee is NOT due. While this payment took 36 total days from the original

submission, it only took 29 days from the submission of a proper voucher. Thus, no Late Payment Fee is due.

- ♦ Claims handled as "doubtful claims" by finance offices will have the clock suspended until the claim is resolved. If the claim is determined to be proper, the clock starts on the day the claim was originally submitted to the Supervisor/TAO and the clock stops when paid. If the claim is denied, no Late Payment Fee is earned. If part of the claim is denied and part is upheld, the part that is upheld is entitled to the Late Payment Fee.
- ♦ The Internal Revenue Service has determined that the Late Payment Fee is reportable interest income and these late payment fees are to be reported on the individual income tax returns. (DFAS) will issue 1099s for all late payment fees.
- ♦ DoD Component travel systems shall be modified as necessary to capture the date of submission of a proper travel claim and compute entitlement for late payment fees due as a result of untimely settlement.
- ♦ Pending development and deployment of necessary system changes to implement the requirement set forth above, each payment advice produced for a travel settlement shall advise the traveler of the potential entitlement to late payment fees, and refer the traveler to a DFAS web site. The DFAS shall include on its web site a "settlement time" calculator that estimates the late payment fees due travelers, if any. No such statement will be required on a payment advice once the applicable travel system has been modified.

It is possible, at no charge, to pay a Bank of America travel charge card bill over the telephone. To process a telephone payment, call 1-800-472-1424, the phone

number on the back of the card, and have a blank check for reference. The bank will take the information it needs over the phone: bank routing number, check no., etc. Void the check used for reference, and the bank will create one on its end. The first time, it is a good idea to call the bank a day or two later to make sure the payment was properly processed.

The media has been providing information on this option and an option for split disbursement payment. The split disbursement option allows a cardholder to specify on a travel voucher, DD Form 1351-2, a specified amount of the travel voucher reimbursement payment to go to Bank of America, with the remainder sent directly to the cardholder. Split disbursement payment will not be available in the Corps of Engineers until CEFMS is modified to accept this option.



Defense Financial Management Certification

by June F. Moser, CDFM

At last year's American Society of Military Comptrollers (ASMC) Professional Development Institute, ASMC and DoD jointly announced a pilot program to recognize the specialized financial management expertise unique to the Department of Defense. This comprehensive certification program is designed to enhance the financial manager's knowledge, develop their skills and provide them with the professional edge to advance their career. The Defense

Financial Management Certification exam consists of three modules; Module 1: Resource Management Environment; Module 2: Accounting and Finance; and Module 3: Budget and Cost Analysis. Each test module contains 80 multiple-choice questions to be answered within two hours each. The tests are administered by the Sylvan Training Centers nationwide, and one or more, or even all three modules can be taken the same day if desired. Upon taking and passing all three modules, participants receive a certificate awarding accreditation as a Certified Defense Financial Manager.

At the ASMC Professional Development Institute in May 1999, candidates were solicited for participation in the Beta Test. I applied for all three modules, and was fortunate to be among the group selected to participate.

The initial Beta Tests were given in January 2000. To prepare for the exams, I used the DFMC Study Guide on the ASMC's web site www.asmcconline.org/guide. The Study Guide provides excellent study resources and web site locations to provide material for review prior to taking the exams. The tests are constructed to draw upon twelve separate competency areas, some of which you will find questions in more than one module, such as fiscal law. These twelve core competencies and their percentage relevance to the exam modules are also defined in the Study Guide.

The twelve competency areas are:

1. Government Resource Management Environment
2. Defense Resource Management Environment
3. Leadership and Management
4. Manpower Management
5. Fiscal Law
6. Accounting
7. Finance

8. Management/Internal Controls
9. Planning, Programming & Budgeting
10. Cost & Economic Analysis
11. Business Management Process Improvement
12. Auditing

The Study Guide also gives an approximate number of hours that candidates will need to study depending on their level of knowledge and expertise in the twelve respective competency areas. Candidates shouldn't let the number of hours be a deterrent though. My recommendation, having gone through this process, is to focus on the areas that are least familiar for the more thorough review, such as Audit in my case. If a candidate has not been exposed to the budget process at the Department of Defense level and above, he/she should spend considerable time in this area, since the questions primarily relate to what happens at the DoD level upward, not down at Installation level.

In addition to the online Study Guide, the Enhanced Defense Financial Management Training course has been developed by the USDA Graduate School that provides an excellent overview of the material covered by the exams. I strongly encourage anyone interested in taking these exams to take this course if possible. The training course can be funded by the Federal Government. However, the examination fees are not payable by the participants' agency since it is for their own professional certification. The cost for taking the certification exams is \$95.00 per module, or \$285.00 for all three, plus a single payment of \$35.00 for ASMC members or \$70.00 for non-members for ASMC administrative fees. The administrative fee is valid for three years. I am proud to say that in May 2000, I received a congratulatory letter from LTG (Retired) James F. McCall, Executive Director of ASMC, notifying me that I had in fact passed all three modules of the DFMC exams. The letter said that a certificate

would be granted after validation by my supervisor of a minimum of three years experience in defense financial management. LTG McCall encouraged those receiving this certification to put the letters "CDFM" after their name on correspondence, to indicate this achievement. In addition, the letter indicated that the names of those receiving the certification will be published in the "Armed Forces Comptroller" magazine. I look forward to displaying the certificate on my office wall and take great pride in adding the letters after my name. By doing so, I hope to help publicize the fact that achieving this certification places the level of professionalism required to be a defense financial manager and leader in the Comptroller career field in higher esteem both inside and outside of government.

The Chief Financial Officers (CFO) Act and You!

by Thomas McQuillen



Many of us have heard by now, that the Corps of Engineers did not receive an unqualified opinion on its CFO Act Financial Statements for Fiscal Year 1999. While this is disappointing, the good news is that we stand a very good chance of obtaining this high standard for the current fiscal year's Statements. We were very close last year, with the auditors main concern being our documentation to substantiate balances reported for Plant, Property and Equipment (often referred to as PPE.) As many of us

may also know, we are working hard to provide the Army Audit Agency with all requested information to substantiate our PPE balances in the financial statements. We are also keeping an eye on the areas that have either traditionally been our business, such as collection of (delinquent) accounts receivable, or that the CFO audits have focused our attention on, such as Construction in Progress accounts.

In fact, there are nearly two dozen CFO interest items that we regularly monitor through the use of nearly 100 reconciliation programs run on each CEFMS database. Many of these reconciliations are analyzed on a daily basis, some weekly and some monthly. Our analysis of these programs may put us in touch with you to ask that you change a code, revoke a permission, explain an action or transaction, or input a transaction. Please have patience with us as we do this, for it is in the interest of us all, as taxpayers, that we monitor these things. Please also keep in mind that whether it is to correct information on property hand receipt accounts, help to pay or collect delinquent bills, or ask that question about the propriety of a credit card purchase, we all play a part.

The work that we in the Army Corps of Engineers accomplish gives us many reasons to be proud of our agency. Whether it is in the structures we build, the environmental work we do, or the emergency situations we are involved in, we do great work. Please try to keep in mind that, in addition, we are working for the only MACOM in the Department of the Army, in fact, the only element within the Department of Defense, that has the possibility of achieving an unqualified opinion on our financial statements this year. That's great work, too. Thank you!

How the TSP Is Changing

Extracted from DFAS Web site

The scheduled implementation of the new TSP record keeping system has been postponed from the proposed effective date of October 1, 2000. A new implementation date has not yet been set. The new TSP record keeping system is being developed to accommodate the addition of a number of new features, including two new investment funds, daily valuation of accounts and enhanced withdrawal benefits. And with the new system comes many great new features for you! The chart page 12 summarizes all of the changes you can expect once the new system is implemented. More details about these changes will appear in a new *Summary of the Thrift Savings Plan for Federal Employees* coming in the CPAC in late summer.

Additional detailed information will be available at a later date in the booklets the *TSP Loan Program*, *TSP In-Service Withdrawals*, *Withdrawing Your Account After Leaving Federal Service*, *Guide to TSP Investments*, and the fact sheet — "Using the Web Site and the ThriftLine." Updated information is available from the TSP Web site, www.tsp.gov, in Current information and Forms & Publications.



Other Information

Are there tax limits on the amount I can contribute to the TSP?

Yes. The IRS sets an annual limit — the elective deferral limit — on the amount that you can elect to contribute to a tax-deferred retirement plan such as the TSP. The elective deferral limit is adjusted by law each year to take into account increases in the cost of living. The elective deferral limit does not affect most Federal employees because their contributions to the TSP are already limited to 10 percent (FERS) or 5 percent (CSRS) of their basic pay each pay period — an amount that is generally less than the IRS elective deferral limit. For 2000, the maximum amount of your pay that you can contribute to the TSP is \$10,500. The TSP will not accept any contributions that exceed this limit (or any matching contributions related to them).

If you contribute to the TSP and another tax-deferred plan during the year, your combined contributions to both plans may not exceed the IRS limit as it applies to your particular combination of plans. (The maximum amount that you can contribute to the TSP and other plans — for example, 401(k), 403(b), and 457 plans — varies. If you have questions about your situation, you should consult your tax advisor or the IRS.)

If you exceed the applicable annual limits, you can request a refund of the excess amount from one or more of the plans. To request a refund of excess contributions to the TSP, contact the TSP to obtain an application for a refund. The TSP must receive your completed application by February 20 of the year after the excess contributions were made.

If you are a FERS employee with an annual base salary of more than 10 times the IRS limit (for example, a salary of more than \$105,000 in 2000), you should keep the annual limit on tax-deferred contributions in mind when deciding how much you will contribute to your TSP account. You could lose the opportunity to receive some Agency Matching Contributions if you reach

the annual maximum too quickly, because you only receive Agency Matching Contributions on the first 5 percent of your basic pay that you contribute **each pay period**. If you reach the annual limit before the end of the year, your contributions (and your Agency Matching Contributions) will stop. As a result, you will not get the full amount of Agency Matching Contributions that you could have received if your own contributions had been slightly less each pay period, but had continued over every pay period throughout the entire year.

Does my participation in the TSP affect my IRA?

Participation in the TSP does not affect your ability to contribute to an IRA. Because you are a Federal employee covered by a Government retirement plan, your ability to make tax-deductible contributions to an IRA depends upon your income and that of your spouse.

When you separate, you can transfer your TSP account into your IRA or roll it over without regard to the annual limits that the IRS imposes on IRAs. However, you cannot roll your IRA or a payment from another retirement plan into the TSP. For more information, ask your personnel office for the Fact Sheet "The Thrift Savings Plan and IRAs."

How do other legal requirements affect my TSP account?

Your TSP account is not subject to bankruptcy proceedings and cannot be garnished for payment of debts. For more information, get a copy of the [Fact Sheet "Bankruptcy Information"](#) from the Forms & Publications section of the Web.

What is the "S" Fund?

The "S" Fund, the Small Capitalization Stock Index Investment Fund, will be the TSP's medium and small company stock

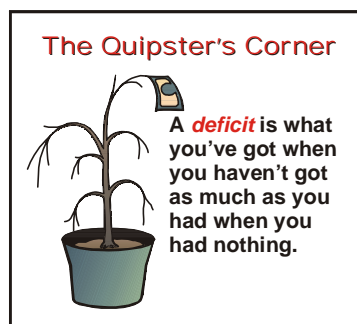
fund. The objective of the "S" Fund will be to track the returns of the Wilshire 4500 stock index fund. The Wilshire 4500 index represents approximately 23% of the market value of the U.S. stock markets, and includes those stock that are not found in the S&P 500 index (which is the index the "C" Fund tracks). More information about the "S" fund, including the compound annual rates of return for the Wilshire 4500 index for the period 1989 through 1998, can be found the *May 2000 TSP Highlights*.

What is the "I" Fund?

The "I" Fund, the International Stock Index Investment Fund, will be the TSP's international fund. The objective of the "I" Fund will be to track the returns of the EAFE (Europe, Australia, and Far East) stock index, an index that tracks the overall performance of the major companies and industries in the European, Australian, and Asian stock markets. More information about the "I" Fund, including the compound annual rates of returns for the EAFE index for the period 1989 through 1998, can be found in the *May 2000 TSP Highlights*.

What is daily valuation?

Daily valuation means that at the close of each business day TSP accounts will be valued based on the share prices of the funds in which the participant has invested. Currently, TSP accounts are valued once a month, at the end of the month. Daily valuation will permit the TSP to process transactions daily, including interfund transfer and the disbursement of loans and withdrawals.



SUMMARY OF TSP CHANGES

<i>NOW</i>	<i>PROPOSED</i>
In General	
The TSP is a monthly valued plan. Transactions are processed once a month.	The TSP will be a daily valued plan. Transaction will be processed each business day.
Account balances and transactions are processed and shown in dollar amounts.	Account balances and transactions will be processed and shown in dollar amounts and share prices.
The TSP has three investment funds: the Government Securities Investment (G) Fund, the Fixed Income Index Investment (F) Fund, and the Common Stock Index Investment (C) Fund.	The TSP will have five investment funds: In addition to the G, F, and C Funds, there will be the Small Capitalization Stock Index Investment (S) Fund and the International Stock Index Investment (I) Fund.
Allocations of future payroll contributions are processed through agency personnel offices during a TSP Open Season.	You will be able to allocate future contributions at any time by using the ThriftLine or the TSP Web site, or by submitting Form TSP-50 directly to the TSP record keeper.
Married FERS participants must obtain their spouses' waiver or consent for all withdrawal requests except the prescribed TSP annuity.	For any withdrawal requiring a spouse's waiver or consent, a FERS participant must have his or her spouse's signature notarized.
TSP open season dates are November 15 - January 31 and May 15 - July 31.	TSP open season dates will be October 15 - December 31 and April 15 - June 30.
The TSP issues Participant Statements twice a year, for the periods ending April 30 and October 31.	The TSP will issue quarterly statements for the periods ending March 31, June 30, September 30, and December 31. (The first new statement will cover September 1, 2000 - December 31, 2000.)
The TSP Service Office hours are Monday through Friday, 7:45 a.m. to 4:15 p.m., central time.	The TSP Service Office hours will be Monday through Friday, 7:00 a.m. to 4:30 p.m., central time.
Loans and Withdrawals	
If you have a loan, you receive quarterly Loan Statements.	Loan information will be on your Participant Statements.
You can reamortize your loan only once.	You can reamortize your loan more than once.
You can repay a TSP loan at any time, but only in full.	You can repay all or part of a TSP loan at any time.
Only monthly withdrawal payments can be electronically deposited to your checking or savings account.	All of your loan or withdrawal payments except transfers) can be electronically deposited into your checking or savings account.
Financial hardship in-service withdrawals are subject to mandatory 20% Federal income tax withholding. You can transfer a financial hardship in-service withdrawal to an IRA or other eligible retirement plan.	Financial hardship in-service withdrawals will no longer be subject to mandatory withholding. You <i>cannot</i> transfer a financial hardship in-service withdrawal to an IRA or other eligible retirement plan.
After you leave Federal service, if you request a withdrawal, it must be for your <i>entire</i> TSP account balance.	After you leave Federal service, you may also be able to make a one-time partial withdrawal (if you had not taken an age-based in-service withdrawal).
You can make a post-employment withdrawal as either a single payment, monthly payments, or a life annuity. The withdrawal payment(s) may begin at a specified future date.	You can use any combination of these same options to make a post-employment full withdrawal. Your payment(s) will begin as soon as you make the full withdrawal.
After you leave Federal service, you will receive an automatic cashout if your account balance is \$3,500 or less, unless you choose another withdrawal option.	After you leave Federal service, you will receive an automatic cashout if your account balance is less than \$200. Other withdrawal options will not be available.
Web Site and ThriftLine	
The TSP Web site and ThriftLine provide general Plan information, and allow participants to make an interfund transfer, change (or request) a PIN, check the status of a loan or withdrawal request, and determine their current account balance and the amount available for a loan. On the Web site, you can also download TSP forms and materials and use interactive calculators to project a future account balance or estimate annuity payments.	On the TSP Web site and the ThriftLine, you will also be able to allocate future contributions, check the status of an outstanding loan, obtain a loan prepayment amount, and begin (and in some cases, complete) a loan request. On the Web site, you can also begin (and in some cases, complete) a withdrawal request, check (and if you are separated from service, update) your name and address, and reamortize a loan. On the ThriftLine, you will be able to request that certain TSP materials be mailed or faxed to you.

Helpful Web Sites

DFAS

<http://www.asafm.army.mil/dfas>

Office of the Assistant Secretary of the Army for Financial Management and Comptroller

<http://www.asafm.army.mil/homepg.htm>

Garnishments

<http://www.dfas.mil/money/garnish>

Travel Policy and Procedures

<http://www.perdiem.osd.mil/>

JTR & JFTR Joint Travel Regulation and Joint Federal Travel Regulation

<http://www.dtic.mil/perdiem/>

Per Diem Rates – Query

<http://www.dtic.mil/perdiem/pdrates.html>

Reengineered Travel

<http://www.dtic.mil/travelink/>

USACE Finance Center

<http://www.fc.usace.army.mil/>

Comptroller General Decisions

<http://www.gao.gov/decisions/decision.htm>

GSA Home Page

<http://www.gsa.gov/>

GSA Value Lodging

<http://www.gsa.gov/regions/r9/travel/>

HECSA Finance & Accounting Branch

<http://www.hecsa.usace.army.mil/homepage/Transfer.htm>

Approved Air Carriers

<http://amc.scott.af.mil/do/dob/approved.htm>

GSA Federal Travel Regulation - click on Travel Management

<http://www.policyworks.gov/>

Social Security Administration

<http://www.ssa.gov/>

TSP

<http://www.tsp.gov/>

CEFMS Business Process Guide for HQUSACE

<http://www.usace.army.mil/inet/cefms/>

***Hotel Tax Exempt Forms**

<http://www.erd.usace.army.mil/sse/travel.html>

*Click on Hotel Tax Exemption Forms

